



KWES PTO GENERAL MEETING MINUTES

Meeting Date: Tuesday, April 18, 2023 @ 6:30 p.m.

Meeting Location: Hybrid via Zoom link and at Kyle Wilson Elementary School, 5710 Liberty Hill Ct

BOARD MEMBERS Present: Tracy Woodhead, President | Ashley Shelley, Vice President | Mary Griffin, Treasurer | Jennifer Clinton, Recording Secretary

Call to Order/ Welcome

- Tracy called the meeting to order at 6:31pm. –Motion seconded by Ashley.

Approval of Minutes

- Motion made by to approve minutes from 03/21/2023 General Meeting. --Motion seconded by Ashley.

Treasurer's Report – Mary Griffin (available via Zoom)

- Mary reported that Treasurer's report will be sent out with the general meeting minutes
- PTO will pay out class and club grants
 - For teachers who have not submitted for their mini-grant, please do so before May 31, 2023.
 - Mary will check email for teacher submissions.
- Kyle Wilson Walk for Fitness
 - Goal was to make at least \$2000; Mary reported we made at least \$2185.00 including:
 - ✓ Sponsorships -- ~\$1500
 - ✓ Day of sales -- ~\$1143

President's Report – Tracy Woodhead

- Tracy thanked everyone who attended Spirit Night last night at Chipotle.
- Tracy thanked everyone who donated and helped wrap raffle baskets for this year's Kyle Wilson Walk.
- Announced the upcoming Staff Appreciation Week event coming up May 8-12.
- This week is Volunteer Appreciation Week
 - PTO will post gratitude to our volunteers on social media this week
 - Special volunteer appreciation event planned at school dance in May.
- Tracy expressed special thanks to fellow Board Members for all their time and effort this year.

Committee Reports

- Kyle Wilson Walk for Fitness – *Ashley Shelley*
 - Ashley reported an awesome turn-out to the Walk
 - Thanks to participants, families, volunteers who came out – the event was fun and went smoothly.
 - Unclaimed raffle prizes still in Main Office
 - Please check tickets and contact anyone on the Board for assistance
 - Estimated revenue not including pre-sale t-shirts is about \$2100
 - Unaccounted revenue sources to be counted:
 - ✓ Estimated t-shirt profit ~\$700
 - ✓ Food trucks – anticipate 10% from all sales

Principals' Report – Mrs. Libby

- Mrs. Libby expressed gratitude and joy for the Kyle Wilson Walk

- Reported that participants had lots of fun.
- Great to see the Wilson family continue to participate, grow and navigate their grief for the good of our community.
- Thanked the Board for their hard work in organizing and running this phenomenal event!
- Will recognize staff members tomorrow during school who volunteered during the Walk.
- Expressed joy how this and all other PTO events are helping to bring the community together.

Teacher's Report – no report given

New Business

- Staff Appreciation Week – *Jennifer Clinton*
 - Weeklong event starting with Chalk the Walk on May 7 through Friday, May 12
 - Jennifer is working on event schedule, flyers, Sign-Up Genius, decorations and giveaways.
 - Highlighted events include Chalk the Walk, Supply Drive, appreciation note wall, and more.
 - Daily flyers to be sent out to staff announcing that day's activities.
 - Jennifer will have flyers and SignUp Genius ready for Tracy by early next week.
 - Will send out general flyer announcement to families.
 - Announcements and SignUp link will also be made available through social media
- PTO Elections – *Jennifer Clinton*
 - Jennifer announced that PTO is now accepting nominations for the 2023-2024 PTO Elected Board Officers until May 11, 2023.
 - These positions will be voted on during the May 18 General PTO Meeting.
 - Anyone interested can go to PTO website at www.kylewilsonespto.com/volunteer for more information on Board or committee positions.
 - Nominations can be made on the flyer sent home with students this month or by clicking on and filling out the form on the PTO website.
 - Please email Karen Manzano or Jennifer Clinton at kwespto@gmail.com with any questions.
- School dance – *Tracy Woodhead*
 - June 2, 2023 – time and details to be confirmed.
 - Will host volunteer appreciation ice cream event during the dance.
 - Details coming.

Adjournment

- Calendar of Events:
 - May 8-12 – Teacher Appreciation Week
 - May 11 – Final day to turn in nominations for elected Board Officers
 - May 16 – PTO meeting @ 6:30pm --- ELECTION NIGHT
 - May 17 @ 5:00pm-9:00pm – Spirit Night at Nando's at Stonebridge
 - June 2 – School dance & volunteer appreciation event
 - June 13 – 5th grade promotion ceremony at Saunders Middle School
 - June 14 – 5th grade picnic promotion and clap-out event
 - June 15 – Last day of school
 - August 3 – Kindergarten open house
- Tracy made motion to close meeting at 6:55pm. –Motion seconded by Ashley.